

A015.732
St 491-

LIBRARY
OF THE
UNIVERSITY OF ILLINOIS

A BIBLIOGRAPHICAL GUIDE TO GOVERNMENT DOCUMENTS:

(A selected list with suggestions for
the aid of students of Public Affairs
doing research work involving the use
of federal documents; especially with
regard to the resources available in
Washington, D. C.)

by
Eric G. Stewart
National Institute of Public Affairs
Washington, D. C.

THE LIBRARY OF THE
SEP 27 1937
UNIVERSITY OF ILLINOIS

Published by
The School of Public Affairs
The American University
1905 F Street N. W.
Washington, D. C.

First Edition
June, 1937-

This brief guide is merely a handy grouping of some of the recent and standard tools for research in this field. It by no means lists all of the bibliographies, indexes, etc. available, nor does it attempt to include specialized guides for individual subjects. However, such material is covered in great detail in some of the sources given below.

While the Library of Congress is the logical center for research in Washington and is glad to assist advanced workers, its services are often taxed during winter months, especially during sessions of Congress. For this reason it is frequently advisable to use other library facilities if possible. Because of the great number of highly specialized collections in the city it may easily be to one's advantage to do so.

THE LIBRARY OF THE
SEP 27 1937
UNIVERSITY OF ILLINOIS

I Directories of Library Resources in Washington

1. LIBRARIES OF THE UNITED STATES GOVERNMENT IN WASHINGTON, D. C. December, 1936, 13 pp. Lists more than 100 libraries and gives brief information about each including location and size of collection. It is distributed free of charge by The United States Information Service, a branch of the National Emergency Council, which is located on the 5th floor of the Commercial National Bank Bldg., 14th and G Streets, N. W. (Phone DIstrict 4030.)
2. HILL, DAVID S., THE LIBRARIES OF WASHINGTON; a study of the governmental and non-governmental libraries in the District of Columbia in relation to the units of government and other organizations which they serve. Chicago, American Library Ass'n. 1936. 296 pp. Describes the organization, function and activities of the unit served by each of the 269 libraries, as well as the character and size of the collections.

II Directories of Libraries and Research Associations outside Washington

3. GOVERNMENTAL RESEARCH ASSOCIATION. A DIRECTORY OF ORGANIZATIONS ENGAGED IN GOVERNMENTAL RESEARCH. Chicago, 850 E. 58th St., Aug. 1936. 32 pp. Contains approximately 300 city, state and national agencies, with names of staff members, etc.
4. PUBLIC ADMINISTRATION CLEARING HOUSE. A DIRECTORY OF ORGANIZATIONS IN THE FIELD OF PUBLIC ADMINISTRATION, 1936. Chicago, 850 E. 58th St. 1936. 180 pp. The 3rd edition of a biennial directory listing hundreds of administrative organizations.
5. SPECIAL LIBRARIES ASSOCIATION. SPECIAL LIBRARIES DIRECTORY OF THE UNITED STATES AND CANADA. New York, 345 Hudson St. 1936. 253 pp. An index to 3,700 special subjects and collections in 1,475 libraries, arranged by states and cities.

II Directories of Libraries and Research Associations outside Washington (continued)

6. SPECIAL LIBRARIES ASSOCIATION. PUBLIC ADMINISTRATION LIBRARIES, a manual of practice. Chicago, 850 E. 58th St. 1934. 67 pp. (Pub. No. 40) Prepared by the S. L. A. but published by the Public Administration Service. Contains lists of special collections by subject, and libraries by states, for the general field of public administration, and bibliographies of "general reference tools", and "current sources", etc.
7. UNIVERSITY OF CALIFORNIA, BUREAU OF PUBLIC ADMINISTRATION. GOVERNMENTAL RESEARCH ORGANIZATIONS IN THE WESTERN STATES: A directory of agencies, and an index to their studies. Berkeley, California. February, 1936. 38 pp.

III Directories of Governmental Activities and Information Services

8. OFFICIAL CONGRESSIONAL DIRECTORY. Prepared by the Joint Committee on Printing and usually issued in January and April during each session of Congress. It is a volume of more than 750 pages and contains Congressional biographies, committee lists, statistical information, official duties and personnel of executive departments and independent establishments, maps of Congressional districts, etc. Available from the Superintendent of Documents.
9. UNITED STATES GOVERNMENT MANUAL, a simplified textbook designed to inform every citizen as to government procedure and to make effectively available all federal services. A 500 page, loose-leaf guide to the creation and authority, purpose, organization and activities of federal departments and agencies. It is prepared by the United States Information Service and a completely new volume is issued each year. The purchase price of \$2.00 includes the mailing of frequent revision pages to each subscriber during that year.
10. OFFICES OF INFORMATION AND PUBLICATIONS. a 7 page directory of more than 65 federal agencies having such offices in Washington. Available from U. S. Information Service.

IV Some Catalogs of Publications in the Field of Public Administration

11. YOUR BUSINESS OF GOVERNMENT, A catalog of Publications in the field of Public Administration. Public Administration Service, 850 E. 58th St., Chicago.
12. LIST OF PUBLICATIONS OF THE BROOKINGS INSTITUTION
The Brookings Institution, 722 Jackson Place, Washington, D. C.

IV Some Catalogs of Publications in the Field of Public Administration
(continued)

13. GOVERNMENT PERIODICALS: Price List 36. AMERICAN HISTORY AND BIOGRAPHY: Price List 50. POLITICAL SCIENCE: Price List 54. A few of the nearly 70 issued by the Superintendent of Documents, Washington, D. C.
14. RECENT PUBLICATIONS ON GOVERNMENTAL PROBLEMS. A weekly check-list of current books and periodical literature in the field of public administration. Prepared by the Joint Reference Library, Public Administration Clearing House, 850 E. 58th St., Chicago
15. PUBLIC AFFAIRS INFORMATION SERVICE, a weekly index to current materials. Cumulated 5 times a year and annually. Published at 11 W. 40th St., New York.

V Indexes to Periodical and Book Sources

16. UNITED STATES CATALOG SERIES, with the current supplements called the CUMULATIVE BOOK INDEX, monthly with cumulations. H. W. Wilson Co., 950-72 University Ave., New York City.
17. READERS' GUIDE TO PERIODICAL LITERATURE, a semi-monthly with cumulations. H. W. Wilson Co., New York.
18. INTERNATIONAL INDEX TO PERIODICALS, bi-monthly with cumulations. H. W. Wilson Co., New York.
19. INDUSTRIAL ARTS INDEX, monthly with cumulations. H. W. Wilson Co., New York.
20. AGRICULTURAL INDEX, monthly with cumulations. H. W. Wilson Co., New York.
21. NEW YORK TIMES INDEX, monthly with annual cumulation. New York.

VI Periodicals

22. CHRISTIAN SCIENCE MONITOR, daily. Boston, Mass.
23. NEW YORK TIMES, daily. New York.
24. UNITED STATES NEWS, weekly. Washington, D. C.
25. CONGRESSIONAL DIGEST, monthly. 2131 Leroy Place, N. W., Washington, D. C
26. CONGRESSIONAL RECORD, daily during sessions. Superintendent of Documents.
27. FEDERAL REGISTER, five days a week, indexed monthly with cumulations. Published by the National Archives; a available from the Superintendent of Documents.

VI Periodicals (continued)

28. POLITICAL SCIENCE QUARTERLY. Academy of Political Science, Fayerweather Hall, Columbia University, New York.
29. PROCEEDINGS OF THE ACADEMY OF POLITICAL SCIENCE. The Academy, Fayerweather Hall, Columbia University, New York.
30. ANNALS OF THE AMERICAN ACADEMY OF POLITICAL AND SOCIAL SCIENCE, bi-monthly. The Academy, 3457 Walnut St., Philadelphia.
31. AMERICAN POLITICAL SCIENCE REVIEW, bi-monthly. University of Wisconsin, Madison, Wisconsin.
32. PUBLIC OPINION QUARTERLY. Princeton University, Princeton, N. J.

The following bibliographical guides and indexes are mostly recent publications. They contain adequate references to earlier works and no attempt has been made to repeat their contents. Special attention is called to the latest descriptive handbook in this field, L. F. Schmeckebier's GOVERNMENT PUBLICATIONS AND THEIR USE, which is especially valuable for its clear explanations and suggestions.

33. AMERICAN LIBRARY ASSOCIATION. PUBLIC DOCUMENTS . . . papers presented at the 1933 conference of the American Library Association. Chicago, American Library Association, 1934. A series containing papers on many of the problems in the field of government publications. (See: WILCOX below.)
34. BOYD, ANNE M. UNITED STATES GOVERNMENT PUBLICATIONS AS SOURCES OF INFORMATION FOR LIBRARIES. 1931. 329 pp. Chapter 4 is on Catalogs and Indexes. New York, H. W. Wilson and Co.
35. BUTCHFIELD, LAVERNE. STUDENT'S GUIDE TO MATERIALS IN POLITICAL SCIENCE. New York, Henry Holt and Co. 1935. 426 pp. A bibliographical handbook of source materials including chapters on: Political Science Research; National Government; Public Administration and Administrative Law; Political and Social Science; Bibliographies; etc. Published under the Direction of the American Political Science Association.
36. CHILDS, JAMES B., AN ACCOUNT OF GOVERNMENT DOCUMENT BIBLIOGRAPHY IN THE UNITED STATES AND ELSEWHERE. Washington, D. C. Government Printing Office. 1930. 57 pp. This edition (revised to July 1930) was compiled under the direction of James B. Childs, Chief of the Division of Documents, Library of Congress. It is very useful as a bibliography of federal, state and foreign documents, catalogs, indexes, etc.
37. CLARKE, EDITH E., GUIDE TO THE USE OF UNITED STATES GOVERNMENT PUBLICATIONS. Boston, F. W. Faxon Co., 1919. 308 pp. Contains a large bibliography, pp. 243-88

38. GREER, SARAH, A BIBLIOGRAPHY OF PUBLIC ADMINISTRATION, PART I New York, Institute of Public Administration (of Columbia University) 1933. 90 pp. Part I (General Literature) contains chapters on Reference Sources, Governmental Research, Administrative Law and many other subjects. Part II has not appeared to date.
39. MUDGE, ISADOR GILBERT, GUIDE TO REFERENCE BOOKS (6th edition) 1936. 504 pp. This latest edition of the series prepared by the librarian of Columbia University lists more than 4,000 reference books. There is a special section on Government Documents, pp. 364-74.
40. SCHMECKEBIER, Laurence F., GOVERNMENT PUBLICATIONS AND THEIR USE Washington, D. C., The Brookings Institution, 1936. 446 pp. The most complete discussion of federal documents issued in recent years. Chapters cover: Catalogs and Indexes; Bibliographies; Availability of Publications; Congressional Publications; Federal Laws; Organization and Personnel; etc.
41. UNITED STATES SUPERINTENDENT OF DOCUMENTS. DOCUMENT CATALOG Washington, D. C., Government Printing Office. 1896 to date. The most complete index of publications issued by the Superintendent of Documents. Beginning with the 53rd Congress in 1893, it covers congressional and departmental publications for each of the two year periods of each subsequent Congress.
42. _____, _____, DOCUMENT INDEX Washington, D. C., Government Printing Office, 1897-1935. A consolidated index, including numerical lists, of Congressional documents only. Volume 43 covering the 72nd Congress, 1931-33, was the last volume issued before the series was discontinued.
43. _____, _____, NUMERICAL LISTS AND SCHEDULE OF VOLUMES. Washington D. C., Government Printing Office, 1933-. A pamphlet listing numerically the material formerly contained in the DOCUMENT INDEX. The first issue covered the 73rd Congress, later issues will probably cover each session.
44. _____, _____, MONTHLY CATALOG Washington, D. C., Government Printing Office, 1895 to date. A monthly listing of public documents, with prices. An annual index covers each fiscal year since 1908-9. Processed material has been included since Jan., 1936.
45. UNITED STATES CONGRESS INDEX OF CONGRESSIONAL COMMITTEE HEARINGS (Not Confidential in Character) PRIOR TO JANUARY 3, 1935 IN THE UNITED STATES SENATE LIBRARY. Washington, D. C., Government Printing Office. 1935. 1056 pp. Indexed by subject, by Senate, House and Joint Committees, and by Bill numbers. The subject or "Alphabetical Index" is 532 pp.

46. UNIVERSITY OF CALIFORNIA, BUREAU OF PUBLIC ADMINISTRATION. SELECTED DESCRIPTIVE LIST OF SOURCES FOR THE STUDY OF FEDERAL ADMINISTRATION. Berkeley, Calif., Univ. of California. 1937. revised edition. A good selection of handbooks, indexes, bibliographies and official sources prepared by Dorothy Campbell Culver. Covering somewhat the same field as the present Guide, but going into far greater detail.
47. WILCOX, JEROME K. BIBLIOGRAPHICAL GUIDES, DIRECTORIES AND AUTHORITY LISTS FOR STUDYING THE NEW DEAL. Chicago, American Library Association. 1936. 21 pp..This bibliography (John Crerar Library, Chicago, Reference List No. 31) was published as the appendix to the author's paper: "Problems Presented by Publications of New Deal Agencies: from the standpoint of librarians", which appears in the volume PUBLIC DOCUMENTS, 1935, pp. 13-44. Also issued separately.
48. _____, GUIDE TO THE OFFICIAL PUBLICATIONS OF THE NEW DEAL ADMINISTRATION (mimeographed and printed) March 1, 1933 - April 15, 1934. Chicago, American Library Association. 1934. 113 pp. mimeographed. Lists more than 60 emergency administrations, cites the authority for their establishment, names their publications and tells where they could be obtained. (1934)
49. _____, _____, SUPPLEMENT, April 15, 1934 - December, 1935. Chicago, American Library Association. 1936. 184 pp. mimeographed. Devoted to new series (and separates) most of them begun after May 1934. Does not repeat series in the original guide, but lists publications of the emergency administrations organized during the period covered. Because no official index was or ever can be prepared listing all the processed publications of the New Deal Administration (the Monthly Catalog started to list some of them in 1936), these two Guides are the only means of locating much of this material.
50. _____, U. S. REFERENCE PUBLICATIONS; a guide to current reference publications of the federal government. Boston, F. W. Faxon Co. 1931. 96 pp. (Useful Reference Series No. 43.)
51. _____, _____, SUPPLEMENT, 1932. Boston, F. W. Faxon Co. 1932. 135 pp. (Useful Reference Series No. 47.) These are two very handy lists of official sources.
52. WYER, JAMES I., U. S. GOVERNMENT DOCUMENTS, federal state and city. Chicago, American Library Association. 1933. 56 pp. This is the latest edition of a very useful pamphlet on the nature, acquisition, organization and use of publications. It is "addressed especially to small and medium libraries". Contains bibliographical references to all the essential guides up to 1933.

There are many handbooks about preparing a research paper or thesis, and the student will find many helpful suggestions in them. Below are given a few of these manuals:

53. CAMPBELL, WILLIAM G., A FORM BOOK FOR THESIS WRITING (Revised Edition) Los Angeles, University of Southern California Press. 1936. 84 pp.
54. HOCKETT, HOMER C. INTRODUCTION TO RESEARCH IN AMERICAN HISTORY New York, Macmillan Co. 1932. 168 pp.
55. SCHMITZ, R. MORELL. PREPARING THE RESEARCH PAPER, A HANDBOOK New York, Farrar and Rinehart, Inc. 1935. 92 pp. revised edition

Among the government units which will be of particular help to students of public affairs are the following:

Superintendent of Documents, Government Printing Office,
Washington, D. C.

United States Information Service, 5th Floor, Commercial
National Bank Bldg., 14th and G. St., Washington, D. C.
(Phone DIstrict 4030)

Among the addresses and organizations with which students of public affairs should be familiar are these:

American Academy of Political and Social Science, 3457 Walnut
St., Philadelphia, Pa.

American Historical Association, 740 15th St. N.W., Washington, D. C.

American Library Association, 520 North Michigan Ave., Chicago

American Political Science Association, (Sec'y.) Northwestern
University, Evanston, Ill.

The Brookings Institution, 722 Jackson Place, N. W., Washington

Institute of Public Administration, 302 E. 35 St., New York

National Institute of Public Affairs, 400 Investment Bldg., Washington

Public Administration Clearing House: 850 E. 58 St., Chicago and
Public Administration Service: 730 Jackson Place, Washington

Public Affairs Committee, National Press Bldg., Washington, D. C.

Public Affairs Information Service, 11 West 40 St., New York

Social Science Research Council, 230 Park Avenue, New York

The Society for the Advancement of Management, 29 W 39 St., New York

Special Libraries Association, 345 Hudson St., New York



3 0112 058378248

THE LIBRARY OF THE
SEP 27 1937
UNIVERSITY OF ILLINOIS